

## Information required for variation application

This document sets out the information required to complete the online variation application.

Apply for a variation here: <https://oio.linz.govt.nz/apply-variation>

### Application detail

Provide the following application details:

- Original consent number(s)
- Consent holder name
- Description of asset relating to original consent
- Address in New Zealand for service
- Requested decision date
- Consent holder contact details (contact details of the consent holder themselves)
- Application contact details (the person who will be contacted in relation to the submitted application)

### Documents

Upload the following documents:

- Documentation showing changes to the consent holder
- Colour passports of new key individual(s)
- Marked-up version of the original consent showing requested variation(s) if available
- Any other relevant documentation that supports the application

## To vary a consent or conditions of consent

Provide the following information to request a variation to consent or consent conditions:

- Records of any previous variation applications to the original consent
- Changes to the consent holder since the consent was granted:
  - Overview of changes to ownership and control
  - Detailed information about new key individual(s): Full legal name, non-English names, other names, role, date joined as Relevant Overseas Person (ROP) / Individuals with Control (IWC), passport number, nationality, residing country, and date of birth
  - Detailed information about ROP/IWC entities: Full legal name, non-English names, trading name, type of entity, jurisdiction, and unique identifier
- A detailed description of the impact to the business if the variation is not granted
- **For time extensions:**
  - Consent condition number(s), current deadline, and the proposed deadline for each condition
  - A chronology of the steps taken to comply with the condition(s) and any costs incurred during this process
  - The reason a time extension is required
  - When the Applicant became aware a time extension was required
- **For variations to special conditions:**
  - Consent condition number and condition detail for each condition
  - Details about the events and circumstances that mean a variation to conditions is required
  - The specific conditions the Applicant is seeking to vary
  - What the Applicant has done to comply with the conditions (including any previous contact with the OIO that relate to this variation application)
- **For variation to consent wording:**
  - The current wording the Applicant is seeking to vary
  - Proposed wording
  - Why the Applicant requires this wording change

## Revocation of conditions due to changes to the Act in 2020

Provide the following information to request a variation of consent conditions where consent would no longer be required due to changes to the Act in 2020:

- Records of any previous variation application for the original consent
- Changes to the consent holder since the consent was granted:
  - Overview of changes to ownership and control
  - Detailed information about new key individuals: Full legal name, non-English names, other names, role, date joined as Relevant Overseas Person (**ROP**) / Individuals with Control (**IWC**), passport number, nationality, residing country, and date of birth
  - Detailed information about ROP/IWC entities: Full legal name, non-English names, trading name, type of entity, jurisdiction, and unique identifier
- Whether the reason for seeking a revocation of conditions is because:
  - the land is no longer sensitive, or
  - the consent holder is no longer an overseas person
- Why consent would not be required if the application was lodged today
- The consent condition number and detail for each condition the Applicant seeks to have revoked (note that standard conditions cannot be varied or revoked)
- Whether another type of consent is still required
- If the consent was granted under more than one pathway, whether that type of consent would still be required today. It may be appropriate to retain certain conditions if another type of consent would still be required.
- A chronology of the steps taken to comply with the condition(s) and any costs incurred during this process